



## **DORMITORY LIFE**

Dormitory life is generally based on the concept of community, in which a group of individuals with shared values live in close proximity and interact with each other on a daily basis. At Arlington Baptist University, our dormitory life is based upon Christian principles. ABU holds high standards of morality, ethics, and practice based upon Biblical principles.

### **DORMITORY OBJECTIVES**

- To provide a distinctively Christian residential environment that supports and encourages academic achievement and individual maturity.
- To create a home-like atmosphere that will personalize, as much as possible, the opportunities offered at the college.
- To provide opportunity to engage in activities that will contribute to the spiritual, academic, cultural, social, and physical development of the residents.
- To cultivate a better understanding of democracy, which helps the student to:
  - Learn leadership skills
  - Cooperate with others
  - Respect the rights of others
  - Learn to Biblically submit to authority
- To encourage companionship and fellowship among students.

### **DORMITORY SUPERVISORS**

Each dormitory has a designated supervisor. The supervisor is dedicated to the care and welfare of the residents of the dormitory. The spiritual and devotional life of the dormitory is a primary responsibility of the supervisor. Another major concern is the conduct and behavior of the residents and the disciplines that pertain to personal responsibilities in a community environment. The Dormitory Supervisor will recommend disciplinary action to the Dean of Students when the conduct and/or behavior of a dorm resident indicates such action is necessary.

Arlington Baptist University is blessed to have Dormitory Supervisors living on premises. This involves dedication and a willingness to forfeit personal liberties of life for the sake of living on campus and being on 24/7 call. Therefore, dormitory residents are reminded to honor and respect the dormitory supervision that God has supplied in the person of the dorm supervisors (Hebrews 13:17; 1 Peter 2:13). There should never be any form of intimidation, verbal abuse, or threat made directly or indirectly to a Dormitory Supervisor or member of his/her family.

## SECURING A ROOM

The dormitories will have a scheduled move-in date for students. Contact the university admissions office for the day and time schedule for your move-in.

Room assignments are made by the Dormitory Supervisor in coordination with the Admissions Office. **BEFORE** moving into the dormitory rooms, all students must take care of financial arrangements for dormitory residency as part of their admissions procedures.

After room assignment and receiving a room key, the Dormitory Supervisor and the student will complete a **“Check-In” inventory** of the room and its contents. The student will sign the **“Check-In” inventory** form acknowledging his/her responsibility for the condition of the room and contents until the time he/she vacates the room.

### **Dormitory room rent is based on double occupancy.**

Students living in the dormitory are leasing a room for a period of 18 weeks during the regular session/semester. During non-session periods, rooms are rented by the week (\$15 per day) payable in advance. Summer session students may lease a room according to a current lease agreement with the Business Office. Please see a current college catalog for financial information concerning dormitory rooms and refund policy.

Students who are on hand and those returning to school will have priority of room request and roommates. Requests concerning roommates are honored when possible on mutual request. It is assumed that you will accept the roommate assigned.

Resident students must enroll for a minimum of two semester hours to maintain the privilege of residency in the dorm. Married students and divorced students will not be permitted to live in the dormitory.

Off Campus Housing Policy – Single students who are not living at home with parents or grandparents **MAY REQUEST** permission to live off campus if the following requirements are met:

- A. Must be of at least Junior status
- B. Must be at least 21 years of age
- C. Must not have had excessive disciplinary violations
- D. Must have a cumulative GPA of 2.5 or higher
- E. Must have a letter of permission from parent or guardian

Request for permission to live off campus should be submitted to Vice-President of Student Affairs before any lease or like arrangement is made by the student. A decision on the request will be made in a prompt manner by the VP of Student Affairs.

## **WHAT TO BRING**

Each student provides his/her own linens and toilet articles. The rooms are well furnished so that students do not need to bring extra furniture. The furnishings that are in the room at move-in are not to be removed from the room. No sofas, no large chairs, no beds, no large desks may be brought in. Pathways to exit doors must be easily accessible in case of fire or other emergency.

Students are permitted to bring in irons, radios, stereos, TV's and accessories such as DVD players and video game-players. However, if the Dormitory Supervisor feels that these appliances/accessories deter study or create a problem of noise, the Dormitory Supervisor has the authority to have the student remove the item(s) from the room and place them in storage until the end of the semester.

A college size refrigerator (not full size), microwave, and appliances that have no exposed heating elements are permitted in the room for heating up food. By order of the Fire Marshall, there will be no cooking in the rooms using appliances with open heating elements (toaster ovens, etc.). All appliances must be approved by the Dormitory Supervisor. The Dormitory Supervisor has the authority to veto any appliance and order it removed.

Personal computers and accessories may be brought into the rooms. Only small compact computer/printer stands may be brought in if needed. Computers are an excellent tool for education and the college offers wireless internet access in the dorms and library. The college library has computers available for word processing and internet use during library hours.

The dormitory has a laundry room equipped with washers and dryers. Soft drink machines are also in the dorm lobby areas. Lobbies have comfortable sitting areas for visiting with friends, male and female.

## **ROOM KEY**

If a student loses his/her room key, it should be reported to the Dormitory Supervisor immediately. There is a \$25 fee for a lost key replacement.

## **ROOM CHANGE POLICY**

Rooms are assigned for the entire semester. Changes will be considered only in exceptional cases. There will be no room changes without the mutual consent of the Dormitory Supervisor and the Dean of Students.

## **ROOM FURNITURE**

Furniture must not be dismantled, adjusted, or removed from any dormitory room. No furniture is to be removed or taken apart, even if there is only one student in a double room. Safety is an issue when modifying or dismantling furniture. Moving furniture from room to room makes it impossible to maintain the inventories required by auditors and

municipal ordinances. No furniture is to be removed at any time except for official repairs as requested by the Dormitory Supervisor.

All personal furniture must be inspected and approved by the Dormitory Supervisor **before** placement in the dorm room. The Dormitory Supervisor will consult with the Dean of Students if there is any question about an item of furniture.

All personal furniture must be removed and discarded or taken home at the close of the school year. (*See Checking Out of the Dormitory*)

## **DORMITORY ROOM CARE**

A friend is one of life's greatest possessions. It is important to treat your roommate with understanding, patience, and kindness.

*Luke 6:31*

*And as ye would that men should do to you, do ye also to them likewise.*

Taking care of your dormitory room is essential to a happy dormitory life experience. Here are some suggestions:

- Each student is responsible for his/her portion of the dormitory room. The Dormitory Supervisor will inspect rooms regularly. The Dean of Students will make routine inspections during the semester.
- Never place room trash in the halls or lobby areas. All room trash must be placed in the outside dumpsters located in the rear of the dorm buildings.
- Empty or partially empty cans, bottles, potato chips, cookies, etc. must not be kept out in dormitory rooms. One person can cause the infestation of insects and rodents in a suite or hall.
- All soiled/dirty clothing should be placed in a laundry bag or other appropriate container and be washed as soon as possible. Clothing should never be thrown on the floor or strewn around the room on furniture or hanging on doorknobs. Bed linens, towels and other personal items should be laundered weekly. The dormitory has washers and dryers for your convenience. Please be aware that body odors on clothing in a closet will transfer to your clean clothing and carpet leaving unpleasant offensive odors. Remember that not everyone can afford expensive clothes, but everyone can afford to be clean.
- For personal health and dormitory sanitation reasons, opened food items should not be kept outside a refrigerator (only mini-refrigerators allowed in dorm rooms).
- Food or drink stains should be cleaned up properly and immediately. Stains will be assessed a cleaning fee which will be added to the student's account in the Business Office.

## **ROOM ENTRY**

Authorized personnel of the Arlington Baptist University reserve the right to enter student rooms at any time for the purpose of repair, inspection for health, safety, or violation of University regulations. Exercise of this right will be used with restraint.

## OVERNIGHT GUESTS

Students are allowed to have a guest in their room for no more than 3 consecutive nights for a \$15 charge per night (As a courtesy, a parent/guardian or sibling of the same gender may stay at no charge). When planning to have an overnight guest, the student host is responsible to complete an **Overnight Guest form** and submit it to the Dormitory Supervisor for approval and then payment must be made in the Business Office for the entire length of stay. If the Business Office is closed, payment must be made to the Dormitory Supervisor who will forward it to the Business Office. Approval and payment must be made **prior** to the guest's arrival. A student who allows a guest to stay overnight without approval will incur a \$15 fine. Dormitory guests are expected to observe all dormitory rules. The host student is responsible for the actions and behavior of his/her guests.

## OVERNIGHT LEAVE PERMIT

At Arlington Baptist University, the safety and welfare of our resident students is a constant concern. The world outside our campus can be an unfriendly environment to young women and young men. Therefore, we have set up safeguards and standards for students wishing to leave for an overnight stay off campus.

- Overnight Leave is allowed only on weekends and holidays. Special permission for other nights is limited and may be considered after the Dorm Supervisor has consulted with the Dean of Students. See the Dorm Supervisor for the **Overnight Leave form**.
- If the dormitory resident is less than 21 years of age, a letter from the dorm resident's parents/guardians, giving consent for overnight stays, must be on file with the Dorm Supervisor. This letter must include the names of those places where the parent/guardian allows the student to spend the night off campus.
- A parent/guardian must be present at the place where the overnight stay is to take place. Contact between this parent/guardian and the Dorm Supervisor must be made **before** permission will be granted. **NOTE:** Permission will not be granted to stay at a "peers" place of residence where no parent/guardian is present. (2 Timothy 2:22; 1 Thessalonians 5:22)
- Limitations in the DFW area: Normally, a dorm resident will not be permitted to stay overnight at the same residence in the DFW area with a single member of the opposite gender. After dates and similar activities the dorm resident should return to the ABU dormitory. (The Dean of Students may grant a variance only for special occasions with confirmed parental permission and supervision.)
- An Overnight Leave Permit must be completed by the student and approved by the Dormitory Supervisor by 1:00 p.m. Thursday for a weekend absence. An Overnight Leave during weekdays is granted only under special circumstances. **NOTE:** The Overnight Leave Permit must be approved by the Dormitory Supervisor **BEFORE** the student leaves campus. If a student leaves campus overnight without properly following the Overnight Leave Procedure, the student is subject to discipline.
- Any travel by private vehicle over 400 miles (one way) or lasting over 6 hours must be pre-approved by the Dean of Students if a male and female (not married to each other) are traveling together.

- Residents are to be back in the dormitory by curfew on Sunday night after a weekend leave.
- **REMINDER:** The Dormitory Supervisor **MUST** have the name, complete address, and telephone number of the relative, friend, or host where the student will be staying. The student must also provide a personal cell phone number to the Dormitory Supervisor. This information is essential for emergency contact and assurance of the welfare and safety of the student.
- During an overnight stay off campus, the student continues to be responsible to act in a manner that is consistent with Christian morals and ABU standards. Unacceptable behavior off campus is subject to discipline.

## **CURFEW AND LATE ARRIVALS**

Dormitory residents are required to return to their respective dorms by 12:00 p.m. Monday-Sunday.

\*Curfew Disclaimer: Curfew privilege can be lost if a student is placed on Disciplinary Probation.

Nightly room checks are made by the Dormitory Supervisor or Resident Assistant monitor to assure that all dorm residents have returned safely. Students who are out beyond the curfew are counted as late and are subject to discipline. If a student is over one hour late, the Dormitory Supervisor may call the student's parent/guardian, unless the student has called/notified the Dormitory Supervisor or has been pre-approved for late arrival. However, calling in does not excuse being late for curfew.

To avoid disciplinary action, all after curfew arrivals must be **pre-approved** by the Dormitory Supervisor. This includes late arrivals due to church related activities.

After curfew the dormitories are secured and locked to prevent entry from outside. The exit doors can be opened from the inside in case of emergency, and an alarm will sound when the door is opened. To open a dormitory exit door after curfew, except in a true emergency is considered a **serious offence** and the student subject to discipline. Security cameras record activity in the halls and entry areas to provide additional safety for dormitory residents. After curfew, the entry gates are closed to further protect students and property and to provide a safe campus environment. **Dormitory Supervisors should be informed immediately if a student goes to an emergency clinic or hospital (this includes waking them up during the night before exiting the dorm).**

Students who work late may request approval for permission to arrive after curfew. Each case will be considered individually. The student must first make request to the Dormitory Supervisor and then the student will confer with the Dean of Students. If a night key and/or gate opener is issued, the student assumes full responsibility for their limited and proper use. Using a night key or gate opener at unauthorized times or for unauthorized reasons will result in loss of privilege and the key and opener must be returned. NOTE: Late keys and gate openers must be returned and re-registered at the end of each semester. Failure to do so may result in loss of privilege and deposit fee.

## PETS

**Dormitory students are not allowed to keep pets (animals, reptiles, fish, etc) in the residence halls. Having a pet in a dorm room will result in forfeiture of the room deposit fee.**

## MOVING OUT OF YOUR DORMITORY ROOM

When moving from the dormitory or changing rooms, the dormitory resident must:

- Remove all personal property from the room.
- Clean the room thoroughly and notify the Dormitory Supervisor that the room is ready for inspection. **NOTE:** Failure to clean the room or failure to notify and get clearance from the Dormitory Supervisor will result in forfeiture of the student's room deposit fee.
- The student and the Dormitory Supervisor will inventory the room, making note of the condition of each item on the **Check-Out** form.
- After the inventory is completed, the student will sign the **Check-Out** form and give his/her room key and electronic security fob to the Dormitory Supervisor. The Dormitory Supervisor will take the Check-Out form to the Dean of Students. If Check-Out procedures have been followed and the room is in satisfactory condition, the Business Office will refund the room deposit to the student after the student's account is paid in full.

**NOTE:** The Arlington Baptist University dormitories are for ABU students only. The dormitories are not to be thought of as a hotel, motel, or apartment. The dormitories of ABU are intended to be a means of housing for single students while they are students at the university. Any student who ceases to be enrolled in the academic programs of the University must move out of the dormitory immediately. Students may continue to pay rent and stay in the dormitories between semesters if the student confers with the Registrar and pre-enrolls for the following semester. Graduates who have fulfilled all academic requirements should move out of the dormitory within 7 days of graduation.

## RESPONSIBILITY FOR UNIVERSITY PROPERTY

The occupants of dormitory rooms are responsible for the furniture and equipment in the room assigned to them. Any loss or damage sustained in the room will be charged against the occupant(s) unless another person is positively identified as the one doing the damage.

The student resident must not make any permanent changes to the dormitory room or building. Permanent changes include: Painting, color markers, contact paper, and holes in walls/ceilings/floors. The use of nails, screws, hooks, paste/glue, pins, tape, and stickers will deface the walls and doors and necessitate costly repairs that will be charged to the student. Hangers that are designed for easy removal without damage to walls and products such as "Plastic-Tak", "Fun-Tak" are the only substances to be used to hang

decorations in dorm rooms. See the Maintenance Supervisor for approval of any material or substance that could cause possible damage maintenance problems.

Residents desiring to redecorate their rooms must first obtain clearance to do so from their Dormitory Supervisor. The general guideline is that the room be maintained and habitable for future occupants. Needed repairs should be brought to the attention of the Dormitory Supervisor immediately. A Dormitory Maintenance Request form will be given to the Dean of Students noting the items needing attention.

Lost property or damages should be reported to the Dormitory Supervisor within 24 hours of the occurrence.

General breakage or damage that is not charged to an individual or group of individuals will be prorated to all the students living in the dormitory.

## **MAINTENANCE AND REPAIRS**

The Maintenance Department is under the direct supervision of the university administration. Students are not permitted to ask any member of the maintenance staff to do odd jobs for them.

**PROCEDURE FOR REQUESTING MAINTENANCE:** If there are matters of maintenance that need attention the student/resident must fill out a maintenance request form in the Administration Building. Note: Emergency repairs such as water leaks and electrical problems should be brought to the attention of the Maintenance Supervisor immediately.

No unauthorized person shall use tools or equipment in any building or on campus without the permission of the Maintenance Supervisor. Students are not allowed to borrow any college equipment for personal use.

The Maintenance Supervisor and maintenance staff provide essential services to our campus. It is expected that all students will treat the maintenance staff with respect and appreciation.

## **STUDENT DINING ROOM**

The Student Dining Room (Cafeteria) is able to accommodate more than 200 people at one time. Dormitory residents will pay for their meal plan when registering for the semester or academic session. Students living off campus are welcome and invited to eat in the Student Dining Room and will be pay a per meal cost. Per meal payments can be made in the SDR. Payment for meal plans will be made in the Business Office.

Students must meet school dress code at every meal eaten in the Student Dining Room. Standard rules of table etiquette should be observed.

Students picking up carry-out meals on their way to work may enter wearing work clothes and use the 10 minute parking spaces. Students dining in the SDR must dress appropriately and cannot park in the Administration or Cafeteria parking lots.

It is important to keep costs down and maintain inventory of supplies. Therefore, non-disposable eating utensils, plates, cups, etc. should never be taken out of the SDR without the Cafeteria Supervisor's permission. The food service staff provides meals of quality and quantity for our campus family. It is expected that all students will treat the Cafeteria Supervisor and food service staff with respect and appreciation.

## **LAUNDRY**

Each dormitory has a laundry room with washers and dryers for your convenience.

Laundry rooms will be closed at curfew. Clothes must be removed from the machines by curfew. The owner of the clothing is responsible for any damage done to clothing left in the laundry room after curfew.

## **MAIL**

All resident students are assigned an individual mailbox for receiving mail. The mailboxes are located in the north entry of the Administration Building. Students may drop off out-going mail at the mailbox area for their convenience.

## **MEDICAL CARE**

The university has no hospital or physician. There are many good hospitals in the area. Students who become ill and need medical attention will be sent to an area hospital or clinic unless a parent/guardian instructs otherwise. The college is not responsible or liable for any medical expenses so incurred. **Dormitory Supervisors should be informed immediately if a student goes to an emergency clinic or hospital (this includes waking them up during the night before exiting the dorm).**

Every student should have hospitalization insurance sufficient to meet his/her need in case of sickness or accident. Students should give the Registrar's Office the name of the insurance company and policy number so that information can be included in the student's file. If insurance coverage changes, the student should update the information in the Registrar's Office. Students in representative groups for the college are responsible for any medical care or hospitalization expenses when on representative trips.

## **SOCIAL EVENTS**

All social events must be scheduled through the office of the Dean of Students. For the event to be successful, it should be planned well in advance. Every social event held on campus must have a faculty/staff representative approved by the Dean of Students. All social events must be placed on the college calendar maintained by the Dean of Students.

For all social activities of the college, or group of students going out of town for any college function, there must be a college appointed sponsor or faculty member present.

## DATING

Campus life provides an excellent opportunity to develop relationships with the opposite sex. However, relationships often begin quickly and are based on external, physical factors leading to self-gratification rather than the building up of the other person. Therefore, we suggest that relationships develop slowly, placing priority on spiritual and social maturity, thus building a lasting friendship.

The following guidelines found in 1 Thessalonians 4:3-6 should be evident in dating practice as romantic relationships develop:

- *“For this is the will of God, even your sanctification, that ye should abstain from fornication” v.3*
- *“That every one of you should know how to possess his vessel in sanctification and honour;” v.4*

It is God’s will for every Christian to be sanctified, avoiding sexual immorality, by learning to control his/her own body in a way that is holy and honorable. In application of these principles, displays of affection on campus are to be limited to hand holding or taking an escort’s arm. Private displays of affection should follow Biblical principles of chastity and purity, which do not allow for behavior known as “petting” or similar physical contact.

Single students are not permitted to visit the room, apartment, or home of a single person of the opposite sex unless a third party is present, and couples should not be alone in dwellings away from the college. (See 1 Thessalonians 5:22; 1 Peter 5:8)

## VISITING HOURS

Dormitory visiting hours are 12:00 p.m. (noon) until curfew every day of the week. It is the student’s responsibility to return to his/her dorm **before curfew**. **Visitors of the opposite sex are allowed only in the lobby area; going beyond that boundary is a serious offense and will receive discipline.** The hallway between the lobby and the back hall is not a public visiting area. While visiting, couples are expected to conduct themselves honorably and to avoid the appearance of wrong doing (such as covering up with a blanket or throw while sitting close together or laying together on couches). Lobby areas are to be well illuminated during visiting hours.

## VIDEO GAMES AND THE INTERNET

Video games are permitted as long as they promote unity and fellowship among suite mates and other dorm residents. Each student should exercise discretion and avoid games promoting graphic violence, the occult, or behavior contrary to Biblical principles. Dormitory Supervisors have the authority to veto any system or game they do not consider conducive to community life. Dormitory Supervisors have the authority to limit game playing time for any student who is having academic difficulties or absence problems due to staying up late.

The Internet can be a resource and tool for learning. The internet can also be a gateway for pornography, illicit chat rooms, and other forms of temptation to sin. Statistics indicate that the internet is the leading cause of ministry failure due to immorality (See 1 Peter 5:8). Learn to limit the amount of time spent on the internet. Be very selective in *searches* and avoid *surfing* for the sake of curiosity.

Video games and the internet can be addictive. Be aware of the dangers and take steps to safeguard your mind and your time. Apply the principles of Philippians 4:5-8.

## PRECAUTIONARY MEASURES

- Residents should not leave the dormitory after curfew without notifying the Dormitory Supervisor.
- Know your Dormitory Supervisor's phone number; you may need it in an emergency. Give your cell phone number to your Dormitory Supervisor.
- Report all suspicious incidents to the Dormitory Supervisor. Be able to describe individuals, make of car, license plate, etc. Call 911 immediately if you feel threatened or see a crime being committed.
- Do not keep money or valuables in rooms. Keep doors locked. Report any loss immediately. It is a good practice to keep a record of serial numbers of electronic equipment to give to police in the case of filing a theft report.
- Communicate with the Dormitory Supervisor, keeping them informed of your activities and plans. This is for your safety and welfare.
  
- You should give the Dormitory Supervisor the following updated information:
  - Your place of employment, phone numbers, supervisor's name
  - Your work schedule
  - Your method of travel to and from work
  - How to contact you in an emergency
  - Contact information for your parent/guardian and another relative

## QUIET HOURS

In order to provide a regular time for study and prayer/devotions, quiet hours will be observed in the dormitories. During quiet time, students should avoid loud talking and unnecessary noise. Radios, stereos, TV's, etc. must be kept low in volume. Quiet time is study time and prayer/devotions time. Please refrain from interfering with any student when he/she is trying to study or have devotions, even if it is not during quiet time.

Quiet Hours schedule:

Sunday through Wednesday - 9 p.m. until 7 a.m.

Thursday through Saturday – 10 p.m. until 9 a.m.

Fifteen minutes after curfew, all residents must be in their own dormitory room and ready to report their presence to the Resident Assistant. If a student works late and comes into the dormitory after curfew, he/she should refrain from noisy activity and respect other students who are studying.

## GENERAL INSTRUCTIONS

In order to provide a Christian atmosphere and a safe environment, personal belongs and contents of rooms are subject to inspection by the Dormitory Supervisor and/or Dean of Students at all times.

Candles, matches, lighters, incense, and other sources of open flames are strictly prohibited in the dormitories. The presence of candles in dormitory rooms is specifically prohibited by the insurance policy covering our buildings. Candles and open flames are a leading cause of residential and apartment fires often resulting in injury and death.

Do not install accessories (Internet cable, ceiling fans, etc.) to your room without permission from the Dormitory Supervisor, Supervisor of Maintenance, and the Business Office.

No soliciting in the dormitories. Do not use the university name, phone numbers, or address for advertising.

Residents are not permitted to hold meetings in the dormitory or about the dormitory without the approval and presence of the Dormitory Supervisor.

Residents should close blinds in rooms to insure privacy, especially when the lights are on.

All dormitory residents must be fully clothed before entering hallways or lobbies of the dormitory.

Dorm halls and lobbies are the responsibility of all dorm residents. Residents can help by picking up after themselves, using trash cans, and not leaving trash in the halls or lobby areas.

Resident students will park in designated parking areas. The parking space policy for each dorm is determined by the Dormitory Supervisor. **Never park on the north side of the dormitory under the canopy. The Fire Marshall prohibits parking at the north entrance because it blocks an exit door area.** Students who park a vehicle on the grass or in areas reserved for other purposes may receive a demerit and/or fine.

Each dorm resident is responsible to clean that portion of the bathroom that is assigned to him/her. Each student is also responsible to keep the toilet and shower clean after personal use. This is an important aspect of community life, health, and personal hygiene.

Posters of inappropriate movies and celebrities (movie stars, musical celebrities, models, etc.) are not allowed to be displayed in the dormitory.

Regardless of the time of day, it is expected that music in the dormitories will be controlled and not be an offense or disturbance to others.

While some within our university community may find practical jokes humorous and a part of camaraderie, others find them to be inconsiderate or even malicious. Although we allow for freedom, we do not condone or tolerate activities, which are contrary to Biblical principles relating to others (being destructive, offensive, taking revenge, etc.). A general guideline to follow is to examine beforehand whether or not a practical joke will enhance or damage relationships.

**State of Texas SB 1107**  
**Bacterial Meningitis Required Vaccination Prior to**  
**Enrollment**  
**Arlington Baptist University**

**All new students and re-entry students must provide either:**

**1. Evidence the student has received the vaccination or booster dose during the five years preceding and at least 10 days prior to enrollment. This evidence must be submitted in one of the following three formats:**

- A document bearing the signature or stamp of the physician or his/her designee, or public health personnel (must include the month, day, and year the vaccination was administered). **OR**
- An official immunization record generated from a state or local health authority (must include the month, day, and year the vaccination was administered). **OR**
- An official record received from school officials, including a record from another state (must include the month, day, and year the vaccination was administered).

**OR**

**2. Evidence the student is declining the vaccination must be submitted in one of the following two formats:**

- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student. **OR**
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. (This may take up to 30 days.)  
<https://webds.dshs.state.tx.us/immco/affidavit.shtm>

**3. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose:**

- If the student is 22 years of age or older by the first class day of the semester in which they intend to enroll. **OR**
- If the student is enrolled in on-line or other distance education courses only.

**Vaccinations may be available at a discounted price at the following locations:**

**Dallas County HHS  
Immunization Clinic**  
2377 N. Stemmons FWY, Rm 159  
Dallas, TX 75207  
(214) 819-2163

**Arlington Public Health Center**  
536 W. Randol Mill Road  
Arlington, TX 76011  
(817) 548-3990

# **ALCOHOL AND DRUG POLICY**

## **STANDARDS OF CONDUCT**

The University requires all members of its community (students, visitors, and staff) to refrain from the possession and/or use of alcoholic beverages and the illegal and improper possession and/or use of narcotics, drugs, and other controlled substances.

## **SANCTIONS**

There are both Texas and Federal laws against the unlawful possession, use, and distribution of illegal drugs by those of any age; and the unlawful possession, use, and distribution of alcoholic beverages by those who are under the age of 21 and against buying alcoholic beverages for those under 21 or sharing alcoholic beverages with them. Violations of these laws are punishable on either a State or Federal level by fines and/or imprisonment.

As of January 1, 2012, the University has initiated a random drug testing program as a means of protecting the campus community from the potential negative effects of illegal drugs. The administration reserves the right to request any student, visitor, or staff member to submit to a urinary drug test. A test that shows positive or refusal to participate will be considered a failure and proper disciplinary action will follow.

Students who violate the University's Alcohol and Drug Policy will be referred to the Student Affairs Committee; who, after deliberation of their cases, may suspend them from school for a period of time or expel them permanently. Any student who is convicted of a criminal drug statute must notify the Dean of Students no later than five days after such conviction.

Faculty or staff members who violate the University's Alcohol and Drug Policy are subject to removal from employment. As a condition of employment, an employee convicted of a criminal drug statute must notify the institution no later than five days after such conviction.

Students or employees of Arlington Baptist University who violate State or Federal drug and alcohol laws while on campus are subject to referral to State or Federal authorities for prosecution.

## **HEALTH RISKS**

The use of illicit drugs and the abuse of alcohol greatly threaten one's health by diminishing the quality of life. Drugs and alcohol impair judgment, dull the senses, and pose a tremendous threat to the safety of the users and others.

## **WHERE TO FIND HELP**

### **CHRISTIAN COUNSELORS**

Christian Counseling of Mansfield  
Dell Canright, MA, LPC  
1580 Hwy 157 N Suite 100  
Mansfield, TX 76063  
817-453-9310

The Master's Touch Therapon Counseling Center  
Dr. Joe Tims, LBT  
205-A North Oak St.  
Roanoke, TX

817-430-8184

(Christian Counseling Referrals)  
Recovery Options Corporation  
800-662-2873

#### DRUG PROGRAMS: INPATIENT

The Cedars Hospital  
Desoto, TX  
972-298-7323

House of Isaiah  
Mabank, TX  
903-887-1373

#### TREATMENT FACILITIES

Area treatment facilities offer a variety of services for those with drug or alcohol problems. Services and programs vary including treatment, education and prevention, adult children of alcoholics support groups, family and group counseling, detoxification, adolescent services. Information concerning assessment, referral, education, and support groups may be obtained by contacting:

Tarrant Council on Alcoholism and Drug Abuse  
401 West Sanford, Suite 1300  
Arlington, TX 76011  
Hours: 8:30 a.m. to 5:30 p.m.  
817-548-9993  
24-hour hotline: 817-332-6329

#### COST

The cost of services and programs vary. Individuals may call the treatment facilities for financial information. Some services may be offered without charge. Some are on a sliding scale, others on a fixed rate.

#### POLICY STATEMENT

The Arlington Baptist University Alcohol and Drug Policy is based upon, and is in conformity to the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226.

## Student Complaints and Grievances

Arlington Baptist University understands that misunderstandings and conflicts are often a part of life and community interaction. ABU encourages the resolution of student complaints through communication, courtesy, and patience. It is most effective for conflicts to be addressed at their lowest level and as close to the time of the incident as possible with Matthew 18:15-17 as the model for procedure.

### **Informal Grievances**

A student who has a complaint concerning ABU should first direct his/her questions to the college department involved. The student is responsible to make a reasonable attempt to resolve the problem with the person directly involved. If the student is not satisfied with the outcome of that informal process then a written complaint should be filed.

### **Formal Grievances**

The formal grievance process requires written documentation. A formal grievance form is available through the office of the Vice-President of Student Affairs. The student will complete the form and observe the following process:

1. A written complaint using the college's grievance form should be made to the immediate supervisor of the person against whom the complaint is made. If no resolution is reached, or the student has not received a satisfactory response from the supervisor within 10 working days of the submittal of the grievance form, then the student may proceed to the next step.
2. The student should file a formal written grievance with the college administrator who has jurisdiction over the area involved. The administrator may deal with the issue directly or confer with a university committee and/or staff to rule on the grievance. A ruling on the grievance will be determined within 30 days of the receipt of complaint as submitted to the administrator. The administrator will inform the complainant and the area supervisor of the decision.
3. The complainant may appeal the decision of the university administrator and/or committee to the president of the university or the president's designee(s). Appeal to the president must be in writing using the college's grievance form and presented within 10 working days of the ruling in step 2 above. A ruling on the appeal to the president will be made within 15 days of filing of the appeal. Rulings made at this level are final within the institution.

For grievances beyond this outline of procedures, students may contact the university's accrediting agency (ABHE) or the Texas Higher Education Coordinating Board. Contact information is listed below:

Association for Biblical Higher Education  
5850 T.G. Lee Blvd, Suite #130  
Orlando, FL 32822  
<http://abhe.org/pages/NAV-Contact.html>

Texas Higher Education Coordinating Board  
P.O. Box 12788  
Austin, TX 78711-2788  
<https://www1.thecb.state.tx.us/WWW/comments/>

# Student Grievance Form

Student's Name \_\_\_\_\_ Date  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Dorm Resident \_\_\_\_ Yes \_\_\_\_ No

Mailing Address

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip

\_\_\_\_\_  
Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**This form should be brought to the attention of:**

\_\_\_\_\_  
**Describe the nature of your grievance** (For accurate documentation include dates, times, names of people involved and/or witnesses; attach any relevant documentation related to this grievance):

## Annual Notification of the Family Educational Rights and Privacy Act of 1974 (FERPA)

Dear Student:

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords you as a student and parents of whom you are a dependent, certain rights with respect to your educational and financial records. It is the college's responsibility to inform you and your family, annually, of these rights and the limitations thereon. They are:

- (1) **The right** to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangement for access and notify the student of the time and place where the record (s) may be inspected.

- (2) **The right** to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask that the University amend a record that they believe is inaccurate or misleading. They should make a written request to the Instructor of the record in question, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Instructor decides not to amend the record as requested by the student, the Instructor will notify the student of the decision and advise the student of his or her right to a hearing before the Academic Affairs Committee regarding the request for amendment.

- (3) **The right** to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent "directory information" which is: student name, current address and telephone number, date and place of birth, major, dates of attendance, full – or part-time enrollment status, degrees and awards received and dates granted, previous education institution(s) attended, and eligibility and participation in officially recognized activities and sports. A student may request that any part or all of the above "directory information" require consent to disclose. The release of any other personally identifiable information will only be disclosed at the request of the student. A request regarding any of the above must be made in writing, annually to the Registrar's Office.

*(Continued on next page)*

It is also permissible for the University to release information from a student's educational record to a parent, provided the student is a "dependent" as defined in Section 152 of the Internal Revenue Code of 1954. The parent must request in writing, clearly identifying the information so desired. This request must be submitted to the proper college official, and it will be responded to within 45 days of the University's receipt of it.

This information is strictly for the purpose of informing you and your parents of your rights regarding your education and financial records.

If you have any questions, you may write: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920.

## **General Policy for Summer Dormitory Residency**

*Note: The University Reserves the right to modify this policy as needed and any revisions will be printed and distributed or emailed to residents.*

**The dormitories of the Arlington Baptist University are intended for the use of enrolled students.** This provides a means of housing for our single students while they are here actively pursuing their education at ABU. The dormitories are a part of our Christian academic environment for young men and women who are enrolled as students at ABU.

**You are encouraged to enroll in the Summer program** so you can follow your curriculum plan as recommended by the Registrar. Enrolling in the Summer program allows you to improve your GPA and take a lighter class load during the Fall or Spring semesters. Note that Summer enrollment includes classroom, distance education, independent studies, directed studies, or the online curriculum. Dorm residents must pre-enroll for the summer session before 12:00 noon on the last day of the Spring semester.

The Dormitory Life section of the handbook (effective as of Fall, 2006, page 2) states, "Resident students must enroll for a minimum of two semester hours to maintain the privilege of residency in the dorm."

Individual financial information regarding student loans, enrollment fees, tuition, and room/board is available in the Business Office.

See the Business Office, for payment policy of dormitory rent for the summer.

NOTE: The University reserves the right to assign resident Summer students to different dorm rooms consistent with the existing double occupancy policy. Understand that you will probably re-locate to another room as necessary at the discretion of the Dormitory Supervisor.

**If you choose NOT to enroll in ABU's Summer program,** you need to be aware of the following moving instructions:

**Students not enrolled in the summer session will need to vacate their dorm rooms and remove their property.**

- **NOTE:** Student property not removed will be disposed of; the College is not financially responsible for items left in rooms. There are store closets available for students returning in the fall. See Dorm Supervisors for dates of availability.
- If a student has not properly cleaned the room or has not removed personal items from the room, the student forfeits the Annual \$125 Room Deposit Fee.
- There will be additional charges for damage or breakage beyond normal use.
- Maintenance will be scheduled for the summer and therefore all student possessions must be removed from the dormitory rooms.